

**CONFIDENTIAL**

Weekly Report for Week Ending 15 April 1959 from  
Records Disposition Branch

1. Contributions

Received and approved revised items for ORR records schedule.

2. Assignments

25X1

Filing Equipment

EE/DD/P

Suspended until further notice

FE/DD/P

Suspended until further notice

Security/Building 13

Equipment on order

X

OCR/Library

Completed 18 March

25X1

OO/Contact Division

No change from previous report

OP/Contract Personnel Division

No change from previous report

OP/Records Services Division

No further action since recommendation to repair equipment was submitted.

25X1

Visited  to inspect a unit of Rol-Dex equipment. Condition of unit is poor and length of unit, ( $12\frac{1}{2}$  ft.) defeats the use of this equipment in any known area at present.

25X1

I was accompanied on this trip by   
of DD/P and  OO/FBID, and a tour of the warehouse for them was conducted by

25X1

25X1

Records  
Center,

b. Records Systems

None

c. Records Schedules

25X1

OO/FDD  and team)

Schedule is still with the ARO for review. A list of the bootleg forms found in FDD has been compiled for Forms Branch.

Approved For Release 2006/05/24 : CIA RDP70-00211R000900220035-9

**CONFIDENTIAL**

**CONFIDENTIAL**

d. Special Projects

25X1

OSS Records/RI [redacted]  
Inventory continues.

Support Staff Records/DD/P [redacted]  
Survey continues in SR.

25X1

Review of clerical training in filing [redacted]  
Continued work on improvement of training aids. Received  
from IAS Pool some revised practice and test materials  
for classifying.

25X1

Reissuance of Handbook for Subject Filing as unclassified publication  
and as training manual. [redacted]

25X1

Reviewed [redacted] for changes required by sterilization  
to permit its wider use in Headquarters [redacted] Issuance  
of [redacted] Subject Filing, as unclassified training  
manual. Revised copy at Printing Plant since 7 April.

25X1

25X1

25X1

Emergency Filing Equipment [redacted]  
Collecting facts on annual increase of records volume and  
use of Vital Materials during exercises and Operation Alert.  
Completed research of Government and Industry recommendations  
on protecting records against disasters.  
Examining the background and distribution of current "Standby"  
emergency filing equipment.

25X1

25X1

3. Vital Materials [redacted]

A meeting was held with Mr. Kerlin, Civil Service Commission,  
to discuss the CSC Vital Materials program. A memorandum of the  
meeting plus a copy of a listing of CSC records stored at the  
relocation site is on file in our CSC Vital Materials case folder.

Microfilming in OCR/GR and the Office of the Comptroller con-  
tinues. Due to camera difficulties it will be necessary to retake  
the OCR/IR town folder briefs.

Meeting was held with [redacted] ORR/Services  
Communication Branch to make arrangements for microfilming of their  
estimates files.

25X1

**CONFIDENTIAL**

**CONFIDENTIAL**

4. News

Friday, April 10, members of the Branch attended the Management Staff Training Session to hear [redacted] review the AMA Seminar on present-day Simulation Techniques.

25X1

25X1

[redacted] Medical Staff, met with [redacted] to discuss the courier receipt and logging system in Medical Staff. As a result, the system is being promoted and urged for use throughout the Staff on a trial basis. [redacted] will report back to us after the trial period ends.

25X1

25X1



**CONFIDENTIAL**